

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8718200

Security Hospital Treatment Assistant, Grade 14	8718200
Security Hospital Senior Treatment Assistant, Grade 16	8718300
Security Hospital Supervising Treatment Assistant, Grade 20	8718400
Security Hospital Treatment Chief, M-1	8718700

Brief Description of Class Series

Positions in the Security Hospital Treatment Assistant series perform and/or supervise a variety of tasks related to the care, engagement, treatment, education, socialization, habilitation, recovery, healing, support, safety, and security of individuals with mental illness in forensic hospitals and units operated by the Office of Mental Health (OMH). Incumbents work directly with adult patients who have been admitted to forensic hospitals and units for psychiatric care and treatment pursuant to Criminal Procedure Law, Corrections Law, and New York Codes, Rules and Regulations, including felony defendants found incompetent to stand trial; defendants found Not Responsible for Criminal Conduct due to Mental Disease or Defect; civil patients transferred to a forensic facility; pre-trial detainees; and/or incarcerated individuals sentenced to State and local correctional facilities in need of inpatient care.

Positions are classified in OMH forensic hospitals and units.

Distinguishing Characteristics

Security Hospital Treatment Assistant: full performance level; under the supervision of a Security Hospital Senior Treatment Assistant, performs the full range of direct patient care, treatment, safety, and security activities associated with the class.

Security Hospital Senior Treatment Assistant: first supervisory level; under the direction of a Security Hospital Supervising Treatment Assistant, functions as a working supervisor over four or more Security Hospital Treatment Assistants engaged in direct patient care, treatment, safety, and security activities in an assigned area(s).

Security Hospital Supervising Treatment Assistant: second supervisory level; under the direction of a Security Hospital Treatment Chief, supervises and coordinates the activities of lower-level Security Hospital Treatment Assistants on an assigned shift; and may serve as the highest-level Security Hospital Treatment Assistant for a forensic unit at a facility that does not exclusively serve forensic patients.

Security Hospital Treatment Chief: managerial level; directs and manages security hospital treatment services for a free-standing forensic hospital; and oversees the activities of lower-level Security Hospital Treatment Assistants across shifts.

Related Classes

Secure Care Treatment Aides 1 and 2 work in OMH secure treatment units; treat and care for individuals with mental illness, or emotional or social behavioral problems who are manipulative, treatment resistant, and/or dangerous to themselves or others; and provide a safe, secure, and stable environment within which individuals can receive the intensive care and behavioral interactions needed for stabilization and treatment.

Mental Health Therapy Aides work in OMH facilities; perform tasks related to the care, nurturing, treatment, education, socialization, habilitation, recovery, healing, and support of individuals with mental illness; and support, instruct, and assist individuals in developing the necessary skills to attain personal goals, live, be educated, work, and socialize successfully in the community.

Illustrative Duties

Security Hospital Treatment Assistant

Performs a variety of direct patient care, treatment, safety, and security activities in a forensic hospital or unit; and assists in maintaining a safe, secure, and therapeutic environment for patients, staff, and visitors.

- Participates in the development and implementation of treatment plans; assists in conducting patient treatment activities; engages and interacts with patients to implement treatment goals; encourages patients to participate in physical, recreational, social, educational, and other rehabilitation programs; and models, teaches, and promotes acceptable behaviors and verbal skills.
- Observes and reports patient behaviors, progress, and responses to treatment, security breaches, and/or other potential problems affecting safety and security to higher-level staff and treatment team members.
- Attends treatment team meetings and pre-shift briefings; and discusses observations, including patient care, treatment, safety, and security concerns.
- Assists and instructs patients in attending to personal care tasks concerning hygiene, grooming, nutrition, and activities of daily living; feeds and/or assists in feeding patients who require assistance; and may bathe, groom, and dress patients who are unable to do so independently.

- Escorts patients to activities and appointments on and off facility grounds; supervises patient movements; maintains patient count; searches the facility, unit, and/or patient areas for contraband; checks meal trays and accounts for eating utensils; monitors patient visits and communications, including telephone usage; and conducts rounds to identify and remediate potential safety hazards and ensure environmental safety.
- Responds to crisis and emergency situations; utilizes verbal de-escalation and therapeutic techniques to stabilize patients; applies physical restraints following the direction of a physician or registered nurse; and may use approved physical interventions as a last resort to protect the welfare of patients, staff, and others.
- Completes and maintains a variety reports, documentation, and other records required for patient care, treatment, safety, and security activities.

Security Hospital Senior Treatment Assistant

Performs the tasks and activities of a Security Hospital Treatment Assistant; supervises Security Hospital Treatment Assistants engaged in patient care, treatment, safety, and security activities; and maintains order, safety, and security in an assigned area(s).

- Determines staff schedules and assignments; monitors and tracks time and attendance; completes performance evaluations; and initiates appropriate counseling and/or disciplinary actions for subordinate staff.
- Trains and instructs staff on appropriate and effective patient interactions, therapeutic techniques, identification and reporting of patients' behavior and progress, safety precautions, and emergency procedures.
- Monitors and observes staff in the performance of their duties and assigned tasks; and reviews written reports and other documentation completed by staff to ensure compliance with instructions, guidelines, and treatment plans.
- Conducts initial incident investigations; assists with obtaining facts; and prepares written reports following established protocols and guidelines.

May perform any of the duties below in the absence of a Security Hospital Supervising Treatment Assistant.

Security Hospital Supervising Treatment Assistant

Performs the tasks and activities of a Security Hospital Senior Treatment Assistant; functions as a shift supervisor; and oversees lower-level Security Hospital Treatment Assistants on an assigned shift in a forensic hospital or unit.

- Conducts pre-shift briefings and holds staff meetings to discuss patient issues and operational problems, and review policies and procedures.
- Directly supervises Security Hospital Senior Treatment Assistants in the supervision of Security Hospital Treatment Assistants.
- Completes and monitors staff schedules, rosters, and assignments; maintains overtime records; and ensures adequate coverage by lower-level Security Hospital Treatment Assistant staff throughout the facility.

May assist in performing and/or perform the duties below in the absence of the Security Hospital Treatment Chief.

Security Hospital Treatment Chief

Directs and manages security hospital treatment services for a free-standing forensic hospital; and oversees lower-level Security Hospital Treatment Assistant staff assigned to the facility across shifts.

- Develops, implements, and modifies policies, procedures, and guidelines; establishes performance standards; and prepares and/or monitors budgets and expenditures for security hospital treatment services.
- Oversees and evaluates the quality and appropriateness of security hospital treatment services; assesses operational effectiveness; and identifies problem areas and/or opportunities for improvement.
- Identifies staff development needs; oversees training programs; and participates in recruitment and hiring processes.
- Participates on interdisciplinary committees; and collaborates with and notifies other facility managers of significant incidents, patient needs, and potential issues affecting care, treatment, safety, and security at the facility.

Minimum Qualifications

Security Hospital Treatment Assistant

Open Competitive: a high school or equivalent diploma and two years of direct patient care experience in a health care or behavioral health setting.

Security Hospital Senior Treatment Assistant

Promotion: one year of service as a Security Hospital Treatment Assistant.

Security Hospital Supervising Treatment Assistant

Promotion: one year of service as a Security Hospital Senior Treatment Assistant.

Security Hospital Treatment Chief

Promotion: one year of service as a Security Hospital Supervising Treatment Assistant.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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